



Dave Lambertson
Director

COUNTY OF LOS ANGELES
Internal Services Department

1100 North Eastern Avenue
Los Angeles, California 90063



To enrich lives through effective and caring service.

Telephone: (323) 267-2492
FAX: (323) 263-5286

November 28, 2006

To: Each Supervisor
Affected Department Heads

From: Dave Lambertson
Director

Subject: **IN-SOURCING VEHICLE SERVICES AT THE KENNETH HALL OF
ADMINISTRATION GARAGE**

ISD will complete our transition from contract staff to County ISD employees for our vehicle services at the Kenneth Hahn Hall of Administration Mall Garage by December 15, 2006.

The Mall Garage in-sourcing is anticipated to be a seamless transition for our customers as the major focus will continue to be premium maintenance services for the VIP Fleet. We will continue to provide pool vehicle services and paid personal car wash services for employees working at the Civic Center.

Two enhancements will be implemented with the in-sourcing of our Mall Garage.

- expanded hours of operation
- designated weekend contacts

Effective December 15, 2006, the Mall Garage hours of operation will be expanded to have on-site staff from 6 a.m. to 8 p.m., Monday – Friday. We have selected two individuals who will rotate shifts to be the on-site lead contacts:

<u>On-Site Contact</u>	<u>Office Phone</u>	<u>New Cell</u>
Eddie Partida	(213) 974-9465	(323) 513-7502
Jaime Arenas	(213) 974-9465	(323) 513-7520

Both will continue to be on-call after operating hours and one of them will also be available now on weekends. For weekend service, please call the office phone (213) 974-9465 and you will be connected to one of the on-site leads. You also have the ability to contact them via their cell phone if the office phone is malfunctioning.

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Please feel free to contact me should you have any questions. Additionally, your staff may contact Marie Nunez at (323) 267-2492 or mnunez@isd.co.la.ca.us.

DL:MN

c: Executive Office of the Board
ISD Board Deputies